

SUBJECT: Relocation of Cargo Branch/ID [REDACTED]

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1. **PROBLEM:** To determine what portion, if any, of the Cargo Branch that should be physically relocated to the [REDACTED] 25X1A

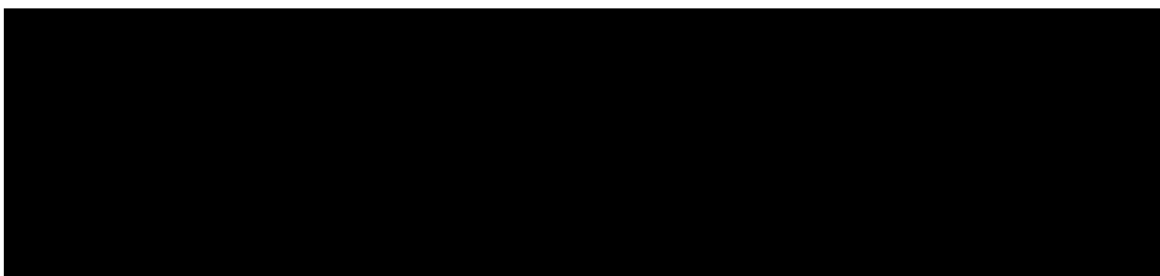
2. **ASSUMPTIONS:**

- a. The relative size of the workload at the [REDACTED] as compared to the [REDACTED] will remain essentially the same. 25X1A
- b. Methods and procedures already in operation in the Cargo Branch will not be drastically modified. 25X1A
- c. If the decision to relocate the Cargo Branch or any portion thereof is made, there will also be written delegation of authority to those moved to discharge their duties without constant reference to the Headquarters complement remaining at Quarter's Eye.
- d. Supply Division will provide the necessary space and facilities to absorb that portion of Cargo Branch if the decision to relocate is made. Plan I, modified as necessary for this action, will cost approximately \$13,000.

3. **FACTS BEARING ON THE PROBLEM:**

- a. LI 1-4 dated 26 December 1962 (Pages 5-9 inclusive).
- b. LI 45-1 dated 10 October 1962 (Paragraphs 2d(6), 3, 4, and 5a).
- c. T/O of the Cargo Branch.
- d. The recommendations of the OL/PB staff study on Shipment of Agency Material, dated 14 February 1964.
- e. Workload statistics for FY-1962, FY-1963, and 10 months of FY-1964.

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- (6) From available Supply Division statistics, 10% of all shipments (local, domestic, and cargo) originate from [REDACTED]

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b. Advantages for Relocation of the Cargo Branch

- (1) Closer coordination between the Supply Division and the Cargo Branch/ID would result in greater consolidation of shipments and fewer partial, small package shipments. This situation is emphasized in the Transportation Division Audit Report of 31 January 1964 and is also further emphasized in the OL/P5 staff study dated 14 February 1964.
- (2) The relocation of the Cargo Branch and the anticipated closer working coordination would result in a decrease in the paperwork generated and also a speed-up of at least one day in the communications between the Supply Division and the Cargo Branch in routing of Acquisitions, Shipping Documents, and Instructions for Shipment. A minimum of one day savings would be realized in the processing of Parcel Post shipments. Also, tighter controls on Parcel Post shipments would be realized through the coordinated efforts of the Cargo Branch and the Supply Division.
- (3) Cargo planning and shipment control can be more effectively determined with the Cargo Branch participating in the Supply Division scheduling and expediting operation. More realistic deadline dates can be established and greater emphasis placed on the use of less costly transportation.
- (4) Area IV (Domestic Traffic) could absorb the supervisory functions and responsibilities for the Depot Transportation. [REDACTED] thereby providing a more efficient operation and a possible reduction in manpower requirements. The [REDACTED] which has already been transferred to the T/O of Transportation Division, together with the three clerk-typists presently preparing Shipping Documents in the [REDACTED] should likewise be placed under the supervision of the Area IV chief. This arrangement would provide for a more effective operation by combining related duties under the supervisory control of Area IV.
- (5) The present reproduction facilities located in [REDACTED] are adequate to provide the necessary reproduction services to the Cargo Branch. This applies to both the equipment and manpower to perform the reproduction functions.

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- (6) The central files at the depot could be reorganized to accommodate the closed or completed cargo jackets from the Cargo Branch. This would save filing space and equipment and also provide quicker access to the files for Transportation research. The Supply Division files are retained for 18 months whereas Cargo Branch, at present, retires its completed files to Archives every three months.
- (7) From all indications, the Office of Logistics presently located in Quarters Eye will eventually be required to vacate this building. It would be to our advantage now to relocate the Cargo Branch to space that can be made available at [REDACTED]. The cost of the space utilized in [REDACTED] will be far less than equivalent space if and when the Office of Logistics should be relocated to commercial facilities.

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c. Disadvantages of Relocation of the Cargo Branch

- (1) Decentralization of Transportation Division would result from the separation of the Cargo Branch.
- (2) Coordination with other elements of the Office of Logistics would become more complex.
- (3) Liaison with other Government agencies in the Washington area would entail more time in those matters where personal visitation is involved.
- (4) Correspondence requiring the signature of the Chief, Transportation Division would have to be forwarded to Quarters Eye for release.
- (5) At present, telephone facilities are limited. To accommodate the Cargo Branch, a temporary realignment would be necessary pending the installation of the new automatic switchboard.
- (6) [REDACTED] does not have TDX facilities. This would result in an average delay of two hours for the release of cables from Cargo Branch.
- (7) The administrative relationships from the Division Chief might not be as effectively discharged.

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5. CONCLUSIONS:

- a. Eighty to eighty-five percent of the manpower effort of Cargo Branch personnel is in direct support of [REDACTED].

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- d. Representatives of the Cargo Branch should participate in the daily meetings with the Supply Division scheduling and expediting group for the purpose of lending Transportation expertise to the problems at hand.
- e. The present arrangements for Parcel Post shipments should be modified immediately to start using the [REDACTED] facilities, [REDACTED] 25X1A
- f. The Cargo Branch upon relocation should utilize the reproduction and file facilities of [REDACTED] 25X1A
- g. The question of an installation of TWX facilities should be held in abeyance for a period of six months subsequent to the relocation to determine if the cable traffic delays are significant enough to justify the additional expense.
- h. A manpower utilization survey approximately six months after the relocation should be scheduled to determine any manpower savings to be realized.

Final type is attached

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RECOMMENDATIONS OF THE CL/PB STAFF STUDY DATED 14 FEBRUARY 1964

1. That a qualified Cargo Branch/Transportation Division representative participate in the daily meetings of the Depot Cargo Planning Group.
2. That Cargo Branch/Transportation Division determine, in coordination with Depot Supply personnel, weekly or monthly cut-off dates for receipt of packed cargo in Transportation for meeting rail, air lift, and sailing schedules for specific destinations.
3. That Cargo Planning Group indicate by date on requisition Form 88's when cargo can be made available to Transportation for booking and shipping in lieu of Stock Control/Supply Division arbitrarily establishing deadline delivery dates at destination.
4. That Area Division Logistics Officers make every attempt to consolidate requisition Form 88's by cost center and destination prior to forwarding to Stock Control for the editing and assignment of voucher number.
5. That Cargo Branch/Transportation Division be relocated to the [REDACTED]
[REDACTED]
6. That the [REDACTED] Supply Division, its functions, responsibilities and personnel be transferred to Cargo Branch/Transportation Division.

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